



NORTH FORK RANCHERIA OF MONO INDIANS OF CALIFORNIA

SPECIAL COUNCIL MEETING

Meeting Minutes

I. Call to Order

Tribal Chairperson Elaine Fink, called to order the special meeting of the North Fork Rancheria at **9:14 a.m.** on **May 24, 2019** in North Fork, CA.

II. Moment of Silent Prayer

A moment of Silent Prayer was observed.

III. Roll Call

Tribal Secretary, Katrina Guitierrez conducted a roll call. The following Council members were present: Elaine Fink, Fred Beihn, Katrina Guitierrez, Maryann McGovran and Jacquie Van Huss.

Staff/Committee present:

Gary Nicholes – CAO

Teri Haggard – CFO

David Falls – TANF Director

Tawanish Lavell – ICWA

Lou Beihn – Enrollment

Carol Coronado – Enrollment

Rose Cobb – Enrollment

IV. Approval of Meeting Agenda

Council Member Van Huss motioned to approve the agenda with the following changes: VI- New Business – 1) Executive Session; 2) CFO 3) EPD Director 4) Enrollment Committee 5) TANF Director 6) Tribal Council Vice-Chairperson 7) Tribal Council Treasurer; VIII – Executive Session- b- personnel and c- enrollment. Treasurer McGovran seconded. Mc 5/0/0

V. Approval of previous meeting minutes

Treasurer McGovran motioned to approve the special meeting minutes from May 20, 2019. Council Member Van Huss seconded. Mc 5/0/0

Council Member Van Huss motioned to approve the special meeting minutes from May 10, 2019. Secretary Guitierrez seconded. Mc 5/0/0

VI. New Business

1) Executive Session

a) ICWA

1. Resolution No. 19-47

Secretary Guitierrez motioned to adopt Resolution No. 19-47 A Resolution identifying Tribal Customary Adoption as the permanent plan for minor children and designating Transitions Children's Services to conduct an adoption home study as the Tribe's designee. Treasurer McGovran seconded. Mc 5/0/0

2. Resolution No. 19-48

Council Member Van Huss motioned to adopt Resolution No. 19-48 A Resolution identifying Tribal Customary adoption as the permanent plan for minor citizen and designating Alameda County Resource Family approval to conduct an adoption home study as the Tribe's designee. Secretary Guitierrez seconded. Mc 5/0/0

3. Resolution No. 19-49

Council Member Van Huss motioned to adopt Resolution No. 19-49 A Resolution providing for intervention of an Indian Child Welfare matter and designating a Tribal Representative for minor child who is a North Fork Rancheria of Mono Indians eligible member. Treasurer McGovran seconded. Mc 5/0/0

4. Resolution No. 19-50

Secretary Guitierrez motioned to adopt Resolution No. 19-50 A Resolution providing for the intervention of an Indian Child Welfare matter and designating a Tribal Representative in the proceedings involving a minor child who is a North Fork Rancheria of Mono Indians eligible citizen. Council Member Van Huss seconded. Mc 5/0/0

Tribal Council took a break @ 12:00 p.m.

Tribal Council resumed @ 1:06 p.m.

b) Personnel

After Tribal Council held a discussion about a personnel concern, the following motion was made:

Council Member Van Huss motioned due to disciplinary action, the tribal council is demoting CAO to CAO Assistant at a Grade 10 Step 3 @ 60,423.00 effective May 31, 2019 and to take action at the next meeting. Treasurer McGovran seconded. Mc 4/0/1 with Vice-Chairperson Beihn abstaining.

Council Member Van Huss motioned that Tribal Council will develop an RFP for a contractor to assess the tribal government moving forward, ASAP. Treasurer McGovran seconded. Mc 5/0/0

Secretary Guitierrez motioned to come out of executive session @ 4:05 p.m. Council Member Van Huss seconded. Mc 5/0/0

c) Enrollment

Discussions were held regarding various enrollment issues including, information in data base, current and old files, policy changes, and hours of work.

By consensus, Tribal Council agreed to allow one person to go into the file room until there is a written procedure on the policy of the file room.

By consensus, Tribal Council agreed to have the Committee work three days a week.

2) Teri Haggard – CFO

a. Jewelry purchase

Treasurer McGovran motioned to approve to up to \$300.00. Council Member Van Huss seconded. Mc 3/1/0

Tribal Council agreed for Mrs. Haggard and Store Clerk Lynnell Shaffer to pick out the jewelry.

b. Update on Vendors

Mrs. Haggard reported that the current MTC vendor stated that they can only deliver with purchases of \$850.00. or more. Mrs. Haggard stated that they allowed purchases under that for the first six months, but now requires the higher purchase for each delivery. Ms. Haggard also reported that she found two vendors in the downtown area of Fresno, so she is looking into those and that the Pepsi vendor will be up next week to look at the counter area for a possible fountain machine.

A discussion was held regarding having hot dogs/nachos and whether or not they will sell. Mrs. Haggard will continue to look into hot dog and nacho machines.

c. Proposed hour changes

Mrs. Haggard requested to put this item on hold as she is still contemplating any proposed hour changes.

d. Clerk to hire

Mrs. Haggard reported that interviews were held for Manager and Clerk, but references still have to be checked.

e. Financial Statement review – April 30, 2019

This item was tabled.

f. Financial Status Report for April 2019

Mrs. Haggard will send to Tribal Council via email.

3) Christina McDonald – EPD Director – These items were tabled until next meeting.

a. FCC NAGPRA

b. Staff Meeting Agenda

c. North Fork Recycling

4) Enrollment Committee

a. Audit

Mrs. Cobb reported that they Finished going through the files and all letters were mailed out to those that required documentation. Mrs. Cobb also reported that they will have a list at the General Council Meeting so that copies can be attained of their social security cards at the meeting. Mrs. Cobb stated that they are files that do not have acceptance letters and duplicate file numbers, which the Committee will be correcting. Fiscal will be given a list of those who are missing social security numbers so that checks will not be sent to those who are still missing the cards.

A discussion was held regarding having original signatures on applications and how faxes are received with signatures, and that the Committee will need to stop accepting applications with anything missing so that all applications will be consistent.

A discussion was held regarding citizens that need a notarized paternal statement but the father is deceased and having e the notarized document in the file if it was not a requirement at the time the citizen was enrolled.

b. Enrollment Policies and Procedures

The Committee will take a look at the current draft and bring to Tribal Council.

c. Eighteen (18) year old packets

Tribal Council agreed that the Enrollment Technician will be sending the packets out to those citizens that turn 18 with all pertinent NFR documents.

Council Member Van Huss requested to view the two-year old welcoming packet and the 18-year old packets.

By consensus, Tribal Council agreed that the Election Board will no longer be sending out the packets and that Enrollment will handle it.

Treasurer McGovran motioned to go into executive session @ 10:04 to address some enrollment issues. (1-c) Council Member Van Huss seconded. Mc 4/0/0
Note: Chairperson Fink was out of the room at the time the motion was made and carried.

d. Incorrect Citizen Numbers

Citizens have been given incorrect numbers so Tribal Council has agreed for the Committee to correct the numbers and submit letters to the citizens explaining the change.

g. Citizen Information in Computer (TAS)

A discussion was held regarding having an easier way to get to a citizen in the data base. The current method is not working because it takes some time to get to what is needed. Tribal Council will have IT Director, Elisa Bendz look into it.

5) Vice-Chairperson Beihn – These items were tabled until next meeting.

a. Elder Program

b. YouTube Videos for Nim Nobe

- c. Job Announcements
- d. Employee Travel Arrangements
- e. Tribal Veteran's Advocate
- f. H.R. Termination Announcement
- g. H.R. Job Description Creation

6) Treasurer McGovran

- a. Crossroad Lumber
This item was tabled.

7) David Falls – TANF Director

- a. Leave request
Tribal Council approved Mr. Falls request for June 10-12, 2019.
- b. Mileage reimbursement signature
Chairperson Fink signed Mr. Falls mileage reimbursement.
- c. Revision to Organizational Department Chart
By consensus, Tribal Council approved.
- d. Family Wellness hire coordinator
This item was moved to executive session #2.
- e. Request to fill vacant TANF Supervisor
Tribal Council agreed to fly the position.
- f. Request to fill vacant coordinator
Tribal Council agreed to fly the position.
- g. State of California Department Social Services MOU
Chairperson Fink signed the MOU.
- h. Question about employee
This item was moved to executive session #2.
- i. NFR Gathering Update
This item was tabled until the next meeting.
- j. Indian Education Center Grant update
Mr. Falls reported that this grant is very worthwhile to pursue and that he will have Eric Fraley write the grant. Mr. Falls also reported that the Advisory Board recommended that a grant writer should look at the work product but Tribal Council denied it and requested for Mr. Falls to work with Mr. Fraley on writing it.
- k. TANF Budget update
Mr. Falls reported that he will be having regular meetings with the CFO and that he makes sure that he always leaves a cushion in the budget.
Council Member Van Huss requested to for Tribal Council, David Falls, Jaime Beihn, and Mike Colvard to meet with the Picayune Rancheria Tribal Council to go over the TANF and Family Wellness Program. Mr. Falls will come up with some potential dates and get back to Council Member Van Huss.

*Council Member Van Huss motioned to go into executive session #2 @ 4:58 p.m.
Secretary Guitierrez seconded. Mc 5/0/0*

Family Wellness Coordinator

*Council Member Van Huss motioned to accept Mr. Falls and the panel's
recommendation to hire JB as the Coordinator at Grade 7 Step 4 @ \$46,259.00.
Vice-Chairperson Beihn seconded. Mc 5/0/0*

Personnel

Tribal Council agreed to have Mr. Falls bring back his recommendation for an employee.

*Treasurer McGovran motioned to come out of executive session # 2 @ 5:09 p.m.
Council Member Van Huss seconded. Mc 4/0/0*

Note: Vice-Chairperson Beihn was out of the room at the time the motion was made and carried.

VII. Unfinished Business

1) Christina McDonald – EPD Director – This item was tabled until the next meeting.

- a. Communication Plan approval

2) Treasurer McGovran – These items were tabled.

- a. Transportation
- b. Tribal Council By-laws

3) Council Member Van Huss – This item was tabled.

- a. Tribal Council Protocol

4) Vice-Chairperson Beihn – These items were tabled with the exception of (b).

- a. Tribal Council approval process

b. Temporary Job Position

A discussion was held regarding having a temporary position and the pros and cons. Council Member Van Huss suggested to have a structure in place for the temporary position. Council Member Van Huss will develop a plan of structure and bring back to Tribal Council.

- c. Website
- d. Update on Citizen Announcements / Survey
- e. Title VI leveraging
- f. Native Preference documents
- g. Tribal Council Vehicle
- h. Economic Development Committee
- i. Organizational Structure – Strengthen:
 - 1. Review all org charts, structure, positions, titles, responsibilities
 - 2. All department heads (directors) together
 - 3. All Boards and Committees together
- j. Employment Development
 - 1. Upgrade

2. Training
3. Evaluation System
4. Grievance Procedure

VIII. Mail / Travel

1) *North Fork Boosters Request*

Council Member Van Huss motioned to sponsor the Sugar Pine Sponsorship in the amount of \$2,000.00 to come out of the Station fund and to request logo to be in front. Vice-Chairperson Beihn seconded. Mc 5/0/0

Council Member Van Huss motioned to sponsor the Spring Board Chop in the amount of \$400.00. Vice-Chairperson Beihn seconded. Mc 5/0/0

- 2) *99 Clean-up Day*** – This item was tabled until after Secretary Guitierrez see if there are long weeds along Highway 99.

3) *Sierra Mono Museum Support*

Secretary Guitierrez motioned to support the purchase of t-shirts in the amount of \$1,200.00. Council Member Van Huss seconded. Mc 5/0/0

- 4) *Yosemite Gateway Partners nomination*** – Tribal Council will ask Charlie Alterkruse if he would be interested to serve on the board again.

- 5) *YRTC Vote*** – The deadline was May 15, 2019.

6) *Madera CC Senior Farmer of the Year – 5/30 – 6:00 p.m.*

Council Member Van Huss motioned to purchase four tickets @ \$55.00 each. Secretary Guitierrez seconded. Mc 5/0/0 – Chairperson Fink and Vice-Chairperson Beihn will attend along with a guest.

7) *Madera Chamber of Commerce Annual Membership package*

Council Member Van Huss motioned to pay \$3320.00 for the Chairman's Circle for Madera Chamber. Treasurer McGovran seconded. Mc 5/0/0

- 8) *Schedule a meeting with Carly Tex – Language*** – Tribal Council will send a letter of support.

Willie Carrillo Request – Baseball team

Council Member Van Huss motioned to send \$250.00 to come out of the Stations. Vice-Chairperson Beihn seconded. Mc 3/1/1 with Treasurer McGovran abstaining.

Supporting Tribal Citizens

Council Member Van Huss motioned to buy tickets for Paige Thornburg in the amount of \$500.00 and to give Tribal Citizens the tickets to the Jamboree. Vice-Chairperson Beihn seconded. Mc 4/1/0

IX. Next Meeting - TBD

X. Adjournment

Council Member Van Huss motioned to adjourn @ 6:03 p.m. Secretary Guitierrez seconded. Mc 4/0/0/

Note: Treasurer McGovran already left the meeting.

Minutes submitted by: **Katrina Guitierrez** -- 05/28/19

COUNCIL APPROVAL

At a meeting of the Tribal Council of the North Fork Rancheria, call and convened on the **31st** day of **May, 2019**, at which a legal quorum was present, these minutes were approved as presented by a vote of **4** For **0** Against **0** Abstaining.

DATED this **31st** day of **March, 2019**.


Katrina Guitierrez, Tribal Secretary


Judy E. Fink, Tribal Chairperson